

EMERGENCY MEDICAL PROCEDURES

(Every member of the team should carry a copy of this document)

Note: Before start of the trip each, the Trip Lead should gather the following information:

- a) Have a list of each person's Full Name, SSN, Employer, Employee Number, DOB and Emergency Evacuation Contractor.
- b) A list of medical conditions for the team members and the names of medications being taken.

Emergency Medical Procedures for U.S. Participants:

1. Assign an escort to the patient. They will become the central focus of these procedures and should stay with the patient at all times.
2. Escort should keep a log of what is done to the patient and what medications are given, especially prior to entering a hospital/clinic (i.e. ambulance).
3. Escort (or designee) - call emergency evacuation contractor associated with the patient's organization and the DOE-Moscow office.
(You may have to call AT&T Direct Moscow, see Other Important Numbers on Page 3)
4. Escort (or designee) – call patient's organization to notify medical emergency is taking place:

ANL: 630-252-2811 (aft hrs 630-252-6131)

LLNL: LEDO 925-447-6880

SNL: 505-844-4189

BNL: 631-344-2238

OAK RIDGE: 865-574-6606 or 865-574-7172

DOE: 202-586-8100 (Emergency Operations Center)

PANTEX: 806-477-5000

LANL: 505-667-6394 (aft hrs 505-667-6211)

PNNL: 509-375-2400

Medex				SOS Access	World Wide Assistance			
U.S.: 1-410-453-6330 or 1-800-527-2029 England: 44-1273-223000 China, Beijing: 10811-800-527-0218 (Any number can be called collect) Tell person answering the phone there is a medical emergency. See bullets below for information to provide.				Moscow: 095-937-5760 or U.S.: 215-245-4707 Tell person answering the phone there is a medical emergency. See bullets below for information to provide.	ANL: Outside the U.S. 202-331-7635 (you can call collect) Inside the U.S. 888-226-4567 LANL: 800-368-7878(24 hr. day) or 202-331-1596 (you can call collect) LLNL: 800-368-7878(24 hr. day) or 202-331-1596 (you can call collect) ORNL: Outside the U.S. 202-331-7635 (you can call collect) Inside the U.S. 888-226-4567 Tell person answering the phone there is a medical emergency. See bullets below for information to provide.			
BNL	DOE	PANTEX	PNNL	SNL	ANL	LANL	LLNL	OAK RIDGE
MEDEX ID: "555" "BNL"	Group # 7028 Traveler has an individual ID #	MEDEX ID: "539"	MEDEX ID: "CHB"	Account: 01AC660	Cigna Secure Travel, Policy #ABL652339, Group #57	ID: LLL 333-LA (LANL)	ID: LLL 333-L (LLNL)	Cigna Secure Travel, Policy # Oak Ridge Group # 57

3/15/04 All information verified with involved parties.

Be prepared to answer the following:

- Who you are.
- Name of the patient, age, sex, SSN and Employee #.
- Patient's organization and ID, Account, or Policy/Group number for medical plan.
- Phone number of hospital or clinic where the patient is located.
- The symptoms, existing medical conditions, and medications being taken.
- Current situation.
- Name of attending physician.
- Phone number of attending physician.

5. Contact Appropriate Embassy.

RUSSIA --- MOSCOW EMBASSY (Identify yourself as a **DOE Employee on Official Travel** and explain the situation)

8 Bolshoy Devyatinskiy Pereulok, (Apanius, Alexander) 121099 Moscow, Russia

Switchboard: 095-728-5000 (working hrs. 8:00am - midnight, everyday including holidays)

Medical Unit: CALL SWITCHBOARD 095-728-5000; ask for medical unit, ext. 5087 (working hrs, 9:00am-5:30pm, Mon-Fri)

Off-duty hours, call Marine Post # (Apanius, Alexander) 5: 095-728-5025 and a medical officer will be paged.

St. Petersburg Consulate: Ulitsa Furshtadtskaya 15, 191028 St. Petersburg, Russia

Phone: 7-812-331-2600, Fax: 7-812-331-2852 (working hrs, 9:30am-1:30pm, Mon-Fri)

After hours Emergencies (Duty Officer): 7-812-331-2600 (24 hours)

Vladivostok Consulate: Ulitsa Pushkinskaya 32, Vladivostok, Russia 690001, Phone: 7-4232-300-070, Fax: 7-4232-499-372

After hours and Emergency: 7-4232-710067(Ask for Consulate duty officer)

Yekaterinburg Consulate, Ulitsa Gogolya 15, Yekaterinburg, Russia 620075

For those travelers to S-45, S-44, C-65, C-70, SF Nikiet, Beloyarsk (NOT Tomsk, Novosibirsk, Krasnoyarsk, Vladivostok which are out of the Consular area)

Also contact the Yekaterinburg Consulate at the following numbers:

Phone: 3432-564-619, 3432-564-691, 3432-793-001 (Consular Section), Fax: 3432-564-515 (working hrs 8:30am-5:30pm, Mon-Fri)

After hours answering machine: 3432-793-001

Duty officer, after working hours and on weekends: From elsewhere in Russia: 8-902-84-16653, From the US: 0-117-902-84-16653

BELARUS --- MINSK EMBASSY (Identify yourself as a **DOE Employee on Official Travel** and explain situation)

Starovilenskaya Street, 46, Minsk 220002, Belarus

Switchboard: 375-17-210-12-83 (working hrs.8:30am-5:30pm Mon-Fri)

After hours emergency: 375-17-226-16-01

KAZAKSTAN --- ALMATY EMBASSY (Identify yourself as a **DOE Employee on Official Travel** and explain situation)

97 Zholdasbekova, Samal-2, 16th Floor Mailroom, Almaty, Kazakhstan 480099

Switchboard: 7-3272-50-48-02, Fax: 7-3272-50-48-84 (working hrs. 9:00am- 5:00pm)

After Hours/Emergency: 7-3272-50-48-02 (and dial) from a touch-tone phone or stay on the line from a non-touch phone)

UKRAINE --- KIEV EMBASSY (Identify yourself as a **DOE Employee on Official Travel** and explain situation)

Yuriya Kotsubinskoho 10, Kyiv 01901 Ukraine

Medical Unit: Use telephone numbers for Switchboard and Off-duty hours.

Switchboard: 38-044-490-4000, Fax: 490-4085, Consular Section: 490-4422

(working hrs. 8:00am- 6:00pm Mon-Fri. Closed Sat-Sun, U.S. and Ukrainian Holidays)

24 hour emergency calls (US citizens only): 38-044-490-4000 (after hours answered by the Marine security guard)

UZBEKISTAN --- TASHKENT EMBASSY (Identify yourself as a **DOE Employee on Official Travel** and explain situation)

Tashkent, Uzbekistan 700115, 82 Chilanzarskaya, 998-71-120-5444 or 998-71-120-5449, after hours: 998-71-120-5450, Fax: 998-71-120-5448

6. Escort - Let the hospital/clinic know that you would like an itemized bill and a copy of the patient's medical record when the patient leaves or is transferred. Don't delay a transfer while waiting for this, but if you can get them it is helpful later on during the claims process.

OTHER IMPORTANT NUMBERS

RUSSIA

Non-Moscow AT&T Direct - 8-095-755-5042

AT&T Direct Moscow 755-5042

Hotels:

Arkhangelsk: Pur-Navalok	7-818-243-6509
Ekaterinburg: Atrium Palace	7-343-259-6000
Moscow:	
Tverskaya Hotel	7-095-258-3000 (-3099 fax)
Grand Marriott Hotel	7-095-937-0000 (-0001 fax)
Radisson Hotel	7-095-941-8020 (-8000 fax)
Novotel Moscow	7-095-926-5900 (-5903 fax)
Royal Marriott	7-095-937-1000 (-1001 fax)
Ararat Park Hyatt	7-095-783-1234 (-1235 fax)
Sheraton Palace	7-095-931-9700 (-9704 fax)
Royal Marriott	7-095-937-1000 (-1001 fax)
Ararat Park Hyatt	7-095-783-1234 (-1235 fax)
Sheraton Palace	7-095-931-9700 (-9704 fax)
Renaissance	7-095-931-9000 (-9076 fax)
Murmansk: Poliarnie Zori	7-815-228-9500 (-9504 fax)
Artica Hotel:	7-815-255-7021 (-7124 fax)
Novouralsk: Green Cape Hotel	7-343-704-5521
St. Petersburg: Hotel Astoria	7-812-313-5757 (-5059 fax)
Vladivostok: Versailles Hotel	7-4232-26-4201 (-5124 fax)

KAZAKHSTAN

AT&T Direct Almaty 8 (tone) 800-121-4321

Hotels:

Hyatt Hotel	327-509-234
Dostyk Hotel	327-636-555

UKRAINE

AT&T Direct: 8 (tone) 100-11 (May not be available from every pay phone)

Hotels:

Kharkiv:

National Hotel	380-572-320-508
Novy-Kharkiv	380-572-456-325

Kiev:

Dnipro Hotel	380-44-228-0989
Premier Palace	380-44-244-1200 (-1204 fax)
Rus Hotel	380-44-220-5646

(HOTEL TAKES VISA AND MASTERCARD ONLY)

U.S. Embassy Office Building

Bolshoy Devyatinskiy 8, Moscow, Russia

DOE: Control Officer 095-728-5220 or 5202

(Fax) 095-728-5360

American Staff

Mobile Phone #

Andrew Bieniawski	765-7446
Christine Buzzard	784-8199
Parker O Shell	991-4651
Kristin Hirsch	784-4300
Geoff Lyon	920-8250

Medical Facilities in Moscow

American Medical Center - Moscow

1, Grokholsky Pereulok, 129090 Moscow, Russia

Phone: 7-095-933-7700, 933-7703, 933-7705

Fax: 7-095-933-7707

European Medical Center - Moscow

Spiridonievskiy Per. 5, Bldg. 1 Moscow, Russia

Phone : 7-095-933-6655 (24 hours)

Fax: 7-095-933-6650

Sklifosovsky Institute of Emergency Medical Care

Phone: 7-095-280-6722 (24 hours)

American Medical Center in Kiev

1, Berdychivska Street, 04116 Kiev, Ukraine

Phone: 38-044-490-7600

Fax: 38-044-490-7601

Odessa:

Londonskaya Hotel	7-380-482-259-362
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Sevastopol: (Ask to be transferred to the Hotel)

Sevastopol Hotel	7-380-692-543-671
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Yard Hotel	7-380-692-429-851
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(HOTEL DOES NOT TAKE CREDIT CARDS)

TECHNOLOGY MANAGEMENT COMPANY (TMC)

<u>CHANTILLY</u>
14900 Conference Center Drive, Suite 340 Chantilly, VA 20151 24-Hr Emergency Travel Support: 703-403-0725 (Cell 24-Hr) Phone: 703-961-8651 Fax: 703-961-8652 Irina Volochkovich, Logistics Mgr., Ext. 106 E-Mail: irinav@tmcservices.com Saida Magomedova, Backup LLNL Coordinator, Ext. 109 E-Mail: saidam@tmcservices.com
<u>MOSCOW</u>
Smolensky Blvd 3/5, Stroenie 1, Suite 316, 119121 Moscow, Russia Emergency Travel Support: 011-7-095-761-4405 (Cell 24-Hr) Phone: 011-7-095-248-3947 011-7-095-916-5258, 916-5257 Fax: 011-7-095-916-5259 Mike Senin, Country Director E-Mail: cdr@tmcmoscow.ru Home: 011-7-095-279-0497 Igor Goriunov, LLNL Support Person E-Mail: dcd@tmcmoscow.ru Home: 011-7-095-302-2313
<u>ST. PETERSBURG</u>
St. Petersburg, Russia Ludmilla Belokossova, Phone: 011-7-812-235-2004 Cell: 011-7-812-987-9506 E-Mail: lucybel@mail.wplus.net
<u>KIEV</u>
24 Voloshskaya Str., Office 17 04070, Kiev, Ukraine Emergency Travel Support: Phone: 011-380-50-330-5490 & 380-50-334-7156 Phone/Fax: 011-380-44-467-6249, 011-380-44-467-6259 Vitaly Muraviev, Country Director 011-380-50-330-5490 and 011-380-44-204-5490 E-Mail: vitaly@tmc.kiev.ua
<u>ALMATY</u>
29/6 Akademik Satpaev Ave, Business Tower, 5th Floor Hayatt Regency Tower, Rahat Palace 480090 Almaty, Kazakhstan Emergency Travel Support: from U.S 011-7-327-900-3418 from Almaty 8-2-900-3418 Phone: 011-7-327-242-5255 Voice/Fax: 011-7-327-258-2776 Vladislav Gorodnichy, Country Director E-Mail: vladtmc@asdc.kz Home: 011-7-327-275-3473 Elena Puzyrjova, Deputy Director E-Mail: lenatmc@asdc.kz Home: 011-7-327-247-4377
<u>TASHKENT</u>
107B Amir Temur Street Tashkent 700084, Republic of Uzbekistan Emergency Travel Support: 011-998-97-103-5568 Phone/Fax: 011-998-71-120-7322 Malika Abdurazakova, Country Director E-Mail: malika@tmc.ttt.uz Home: 011-998-71-255-3398

TECH TRANS INTERNATIONAL, INC. (TTI)

<u>HOUSTON</u>
2200 Space Park Drive, Suite 410 Houston, TX 77059 24-Hr Emergency Travel Support 713-502-3674 (Emergency Cell 24-Hr) Jane Dee Williams, Logistics Manager 281-335-8000 (Office) 713-444-6637 (Cell 24. Hr) E-Mail: jwilliams@tti-corp.com Lisi Lorenz, Logistics Specialist 281-335-8000 (Office) 281-474-9295 (Home) 281-333-3404 (Fax) E-Mail: alorenz@tti-corp.com Contact U.S. Office (Emergency Cell) to advise of any flight delays or changes that effect pick-up arrival date and/or time in FSU.
<u>MOSCOW</u>
Emergency Travel Support: 011-7-095-746-6756 Marina Drach, Logistics Specialist Phone: 011-7-095-280-8610 (Office) Cell: 011-7-095-139-3976 (24-Hr / Use this # first) Home: 011-7-095-251-9230 Andrew Matushenko, Logistics Assistant Phone: 011-7-095-280-8610 (Office) Cell: 011-7-095-102-1695 (24-Hr) Home: 011-7-095-439-5729 Alex Krukov, Country Manager Phone: 011-7-095-284-1759 (Office) Cell: 011-7-095-766-9487 (24-Hr) Home: 011-7-095-719-9197 Dacha: 011-7-095-996-9735 Email: krukovalex@online.ru

NOTE FOR BOTH TMC & TTI:

For in-country travel changes or additional assistance during emergencies, call Office and/or Cell Telephone numbers. Call Home numbers only as a last resort. Point of contact speaks English, but family members may speak only Russian.

TRAVELERS

Name	SSN and DOB	Employer	Employee Number (if applicable)	Emergency Evacuation Contractor and Phone # (if not listed above)	Medical Conditions/Medication